

# **Housing Opportunities for Persons With AIDS (HOPWA) Program**

**Commonwealth of Virginia**  
(Non-Eligible Metropolitan Areas)

## **Program Guidelines Program Year 2008-2009**



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# Department of Housing and Community Development

## **Housing Opportunities for Persons with AIDS Program (HOPWA)**

### **Virginia Program Guidelines for HOPWA Project Sponsors Receiving Funds from DHCD**

Program Year 2008-2009

Revised March 2008

#### **RETAIN THIS DOCUMENT**

**This document contains a program guide outlining federal regulations and requirements governing the HOPWA program in the event funding is secured.**

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## **A) Purpose**

The purpose of this guidelines booklet is to give guidance to new, existing, and potential project sponsors receiving funding from the Housing Opportunities for Persons With AIDS (HOPWA) program. A project sponsor is the eligible service provider that receives HOPWA funding through the Commonwealth of Virginia to administer eligible HOPWA assistance to clients.

This guidelines booklet is intended to provide guidance specifically for service providers that are outside of designated Virginia Eligible Metropolitan Statistical Areas (EMSAs). Areas outside of EMSAs comprise the Balance of State – the areas for which DHCD provides HOPWA funding. Service providers operating within the boundaries of Virginia's three designated metropolitan areas of the Northern Virginia area, Richmond area and Virginia Beach area should contact the lead organization of their respective metropolitan area to get the appropriate program guidance. Please refer to Section G of the guidelines for listings of jurisdictions within DHCD HOPWA funding areas as well as for listings of jurisdictions not included in DHCD HOPWA funding areas.

## **B) Background**

The Housing Opportunities for Persons With AIDS (HOPWA) program was authorized by the National Affordable Housing Act of 1990 and revised under the Housing and Community Development Act of 1992, to provide states and localities with the resources and incentives to devise and implement long-term comprehensive strategies for meeting the housing needs of low-income persons with acquired immunodeficiency syndrome (AIDS) and related diseases, and their families. Activities of primary importance are providing housing and services that assist this population to obtain and maintain affordable housing where they can maintain complex medication regimens and address HIV/AIDS related problems.

Funds are appropriated annually by Congress to the U.S. Department of Housing and Urban Development (HUD) for administration of this program. HOPWA funds are then awarded by formula to eligible states and Eligible Metropolitan Statistical Areas (EMSAs) that meet the minimum number of cumulative AIDS cases. States and metropolitan areas coordinate use of HOPWA funds with their respective Consolidated Plan, a collaborative process whereby the state or metropolitan area establishes a unified vision for community development actions.

As an eligible state, the Commonwealth of Virginia receives a HOPWA formula grant, administered by the Department of Housing and Community Development (DHCD). Thereby, DHCD grants these HOPWA funds to eligible project sponsors (that operate outside the state's EMSAs) following an application process. These project sponsors administer housing and supportive services locally, providing assistance to persons with HIV/AIDS and families and supporting HUD and DHCD's HOPWA program goals.

## C) Eligibility of Persons Assisted

**Eligible Person.** Eligible person means a person with acquired immunodeficiency syndrome (AIDS) or tested to be seropositive for human immunodeficiency virus (HIV) who is also an individual with low income (not earning in excess of 80 percent of the median income for the area, as defined in Title 24 Code of Federal Regulations Section 574.3) and the person's family.

- HUD establishes and publishes income limits by family size for each jurisdiction. These income limits in conjunction with actual documented household income determine income eligibility.
- A family is defined as two or more related persons or one or more eligible persons living with another person or persons who are determined to be important to their care or well-being.
- Surviving member(s) of any family described in this definition who were living in a unit assisted under the HOPWA program with the person with AIDS at the time of his or her death are also eligible for limited assistance.
- Note client eligibility documentation is required for both HIV/AIDS status and household income.

### **Required documentation** for eligibility of client:

- Documentation of HIV seropositivity or diagnosis of AIDS, as determined by a laboratory report, doctor's statement, or hospital discharge summary.
- Documentation that client and family are low-income, as measured as earning not in excess of 80 percent of area median income over a 12-month period (See Appendix – 2008 Income Limits). (Also, see Appendix - Income Exclusions). Income must be verified by one or more of the following:
  - i. Check stubs or earning statements
  - ii. Employer verification
  - iii. W-2 form
  - iv. Statements or letter from Social Security, Supplementary Security Income, Disability Income, Veterans Benefits, or Retirement/Pension
  - v. Unemployment records
  - vi. Divorce decree
  - vii. Current bank statements
  - viii. Income tax returns (adjusted gross)

Household income and composition verification must be completed at least annual for tenant-based rental assistance. Initial verification is only valid for six months.

## D) Eligible Activities

Virginia's HOPWA funds specifically focus on housing assistance. Supportive services gaps not covered by other mainstream community resources are also allowable activities under this program. If other resources cannot aptly cover all the housing and supportive service needs of low-income residents with HIV/AIDS and their families, then HOPWA funds may be utilized. Ultimately, HOPWA funds help clients achieve housing stability in order to focus on issues such as maintaining good health and adhering to medication regimens.

At least 65 percent of the total HOPWA award to any project sponsor must be utilized for direct housing assistance. Project sponsors MAY NOT allocate more than 35 percent of their HOPWA funding toward supportive services. Project sponsors may also spend up to seven percent of the grant award on administrative costs. It is important to emphasize that housing assistance must account for at least 65 percent of the total HOPWA budget and administrative and supportive services together may not exceed 35 percent of the budget with caps of seven percent and 35 percent respectively.

The following are eligible activities through the HOPWA program:

**Tenant-based rental assistance (TBRA)**, (§574.300(b)(5)), *is financial assistance to eligible clients in order to enable them to rent market-rate unit.*

- Household income and composition verification must be completed at least annually for tenant-based rental assistance. Income eligibility is required regardless of the type of TBRA assistance. Initial verification is only valid for six months. All income verification documentation must be in client files. See eligible client and require documentation section for more details.

### *TBRA Limits:*

- Eligible costs include rent, utility costs, security deposits and utility deposits.
- TBRA can NOT be used for overnight or temporary shelter.
- TBRA is for rental assistance NOT mortgage assistance.
- Utility deposits assistance must be provided in conjunction with a TBRA security deposit or monthly assistance program. The maximum amount is the equivalent of two months' rent for the unit. Only the tenant (not the landlord) can apply for security deposit assistance.
- The lease between the landlord and tenant may not contain certain prohibited lease provisions and must be in effect for at least one year (unless both tenant and landlord agree otherwise).

*The lease can NOT contain any of the following provisions:*

- Agreement by tenant to be sued or to admit guilt, or a judgment in favor of the owner in a lawsuit brought in connection with the lease;
  - Agreement by tenant that the owner may take, hold or sell the personal property of household members without notice to the tenant and a court decision on the rights of the parties (doesn't apply to property left by tenant after move-out);
  - Agreement by tenant not to hold owner or its agents legally responsible for any action or failure to act, whether intentional or negligent;
  - Agreement by the tenant that the owner may institute a lawsuit without notice to the tenant;
  - Agreement that the owner may evict the tenant (or household members) without civil court proceedings where the tenant has the right to present a defense, or before a court decision on the rights of the tenant and the owner;
  - Agreement by the tenant to waive a trial by jury;
  - Agreement by the tenant to waive the tenant's right to appeal or otherwise challenge a court decision;
  - Agreement by the tenant to pay attorney's fees or other legal costs, even if the tenant wins in court.
- The security deposit may be paid to the tenant or directly to the landlord.
  - The security deposit may be made as a grant or a loan in conjunction with project sponsor's approved program parameters (as described in their application for funding).
  - Project Sponsor program written policy must establish minimum tenant payment and maximum project sponsor TBRA payment
    - Minimum tenant payment is for example, \$50 or ten percent of monthly income
    - Maximum project sponsor TBRA payment is the difference between 30 percent of the household income and jurisdictional rent limit
    - Rent standards are based on Section 8 Fair Market Rents
    - "Calculating Fair Market Rent for 2008" and "2008 Virginia Income Limits" in Section G of the guidelines for assistance in calculating rent for housing activities under the HOPWA program.
  - TBRA assistance provided must be consistent with the Project Sponsor's approved proposal.
  - Appropriate supportive services must be provided to tenants.

*Housing Quality Standards:*

- Housing must meet applicable state and local housing quality standards, as described in §574.310(b).
- Housing Quality Standard (HQS) inspections must be completed at move-in and at least annually for all TBRA assistance. This documentation must be included in client files.
- If Security Deposit Only program- move-in HQS inspection is required (no annually re-inspection requirement)
- Assistance must meet local and state occupancy standards which specify the number of bedrooms needed by households of various sizes and compositions.
- All TBRA assisted units **MUST** pass a lead visual inspection. A link to an online training is included in the resources section of these guidelines and should be completed by personnel conducting these inspections. Please note that if a child under the age of six tests positive for lead, there are additional lead requirements that apply.
- Project sponsor must have in writing program policies and procedures that will assure that TBRA assistance is applied consistently with each client.

**Short-term rent, mortgage, and utility assistance (STRMU)** is time limited financial assistance to prevent homelessness and increase housing stability.

- Client must meet overall client legibility requirements (HIV/AIDS status and income) and eligibility documentation must be included in client files. Additionally clients must be able to document legal right to occupy premises. Examples of acceptable documentation are as follows:
  - Rent assistance - client must be the named tenant or referenced as a occupant on the current lease
  - Mortgage assistance – client must be named on the mortgage, deed of trust, or title insurance policy
  - Utility assistance – client must have the account name or proof of responsibility for payment (copies of money order, canceled checks, receipts in their name)
- Clients must be currently housed in order to be eligible for STRMU.
- STRMU can be used to assist clients that have a lease or rental agreement naming them as a tenant, but who live with an adult family member if:
  - A client lives with an adult family member and the entire household is assisted, then the total household income is included in the determination of income eligibility.
  - A client rents a unit/room and a “reasonable accommodation” is determined necessary for the client (see HUD regulation 24 CFR 82.306 (d)) in permitting a “person with disabilities” including persons with HIV/AIDS, to receive benefits when housed with a family

member who owns or rents the housing unit if it is determined by a physician that living with the family member is important to the client's overall health and well being. In the case, the family income is not counted in determination of income eligibility. STRMU assistance must be reasonable and similar to comparable units.

*STRMU Limits:*

- Clients may receive assistance for up to 21 weeks during any 52-week period.
- The 52-week period is based on the program year (July 1 – June 30); client may NOT receive STRMU assistance for more than 21 weeks in any one 52 week period
- 21 weeks of assistance should be calculated by rounding each month to 4 weeks of assistance, yielding a maximum total of five months of assistance.
- The 21- week period begins on the first day payment is made on behalf of the client.
- Project sponsor must assure that clients are not already receiving HOPWA assistance from another project sponsor. Non-compliance will result in the total amount of assistance being returned to DHCD by the subsequent project sponsor to provide assistance.
- Eligible STRMU expenses:
  - Must be reasonable and represent actual housing costs.
  - The amount of assistance is not limited to Fair Market Rents or “reasonable rent” limits (applies to TBRA not STRMU)
  - Unlike TBRA, STRMU clients are not required to pay 30 percent of the household income toward their rent or mortgage payment. However, if they are able, clients should pay a portion of their housing costs as any portion paid by the tenant does not count against the 21-week STRMU benefit ceiling. Actual amount and duration (up to 21-weeks) should be based on project sponsor program parameters and clients actual needs.
  - Late fees – if non payment would put the household at risk of homelessness
  - Utility assistance
  - Mobile home rent, mortgage, or utility payments are eligible expenses, however the home MUST be permanently attached to the ground with utility and sewer connection as well as compliant with local guidelines for mobile homes.



- Project Sponsors must establish maximum payment cap policy in writing.

#### *Housing Quality Standards:*

- A Housing Quality Standard (HQS) inspection is not required for STRMU assistance housing, however all housing units should be decent, safe, and sanitary. If a unit is not capable of passing a HQS inspection, the project sponsor should work with the assisted household to either make improvements or secure alternative housing.
- All assisted units must have a working smoke detector.
- All assisted units must meet a visual lead paint inspection before assistance can be provided. Project sponsor staff must complete an online training course before conducting lead paint inspection. See section G of the document for more information.
- Project sponsor must have in writing program policies and procedures that will assure that STRMU assistance is applied consistently with each client.
- Appropriate supportive services must be provided to tenants.
- Additionally, please refer to Notice: CPD 06-07 found in Section G of guidelines for specific HUD guidance on STRMU assistance.

**Facility-based or project based housing assistance** is only allowed with prior approval from DHCD. Any facility-based or project-based assistance must include supportive services and must have fully executed certifications as referenced by HUD. In addition to the terms and conditions of the general HOPWA Grant Agreement, a HOPWA project sponsor providing facility or project based housing assistance will be bound by an individual contract with DHCD detailing the terms and provisions of housing assistance and supportive services. Housing quality standards apply.

#### **Supportive Services**

- Appropriate supportive services must be made available to housing assistance clients, pursuant to §574.310(a).
- Includes, but not limited to, health, mental health, assessment, permanent housing placement, drug and alcohol abuse treatment and counseling, day care, personal assistance, nutritional services, intensive care when required.
- MAY NOT utilize in excess of 35 percent of total HOPWA annual grant used per project sponsor (note: spending must be per approved budget).
- Assistance in gaining access to local, state, and federal government benefits and services, except that health services may only be provided to individuals with acquired immunodeficiency syndrome or related diseases and not to family members of these individuals.
- Project sponsors are required to leverage mainstream and other services providers to meet client needs. Supportive service expenses through the HOPWA program MUST be documented as a “last resort” expense in order to be an eligible HOPWA expense.

### **Administrative expenses**

- Each project sponsor receiving amounts from HOPWA grants may use not more than seven percent of the amounts received for administrative costs, as pursuant to §574.310(10)(ii). (Note: spending must be per approved budget).

#### **Notes:**

- Please refer to 24 CFR 574 (referenced in Section G of guidelines) for more detailed regulations on eligible activities.

### **E) Ineligible Activities**

- 1) Project sponsors may not utilize HOPWA funds in excess of 35 percent of the total allocation for supportive services.
- 2) HOPWA funds may not be used to fund activities covered by other sources.
- 3) HOPWA funds may not replace other funds for assistance.
- 4) Funds MAY NOT be used for populations other than the prescribed targeted population identified under the Title 24 Federal Code of Regulation Part 574.
- 5) The emphasis of HOPWA is housing. Therefore, project sponsors must take all measures to identify other resources for the purchase of HIV/AIDS medication prior to the use of HOPWA funds. HOPWA funds should be the last resort. HOPWA can only provide medical assistance to HOPWA eligible individuals (not family members), and it requires a case-by-case documentation that there are no other resources available for this purpose for the assisted client.
- 6) Funds MAY NOT be used for subsidizing mortgages for clients receiving Tenant-Based Rental Assistance or Permanent Housing assistance.
  - a. However, clients receiving STRMU can receive mortgage assistance (within 21-week limit) for costs within the mortgage agreement.
- 7) Ineligible administration costs includes:
  - a. The development of staff professional credentials,
  - b. General government expenses (e.g., building cost),
  - c. The substitution for general funds, and
  - d. Tasks duplicated by the grantee (state) and project sponsor.
- 8) Project sponsors MAY NOT charge any fee to eligible persons, except rent, for any housing activity or service provided by HOPWA funds.

### **F) Project Sponsor**

#### **1) Eligibility**

- a. Project sponsors may be nonprofit organizations or governmental housing agencies that apply for HOPWA funds through DHCD.
- b. Project sponsors that have outstanding audit or monitoring findings, unresolved IRS findings, and/or applicants not in compliance with previous DHCD agreements are ineligible for HOPWA funding, pursuant to the Consolidated Plan.

## **2) Record Keeping**

- a. The project sponsor must maintain and make available to HUD for inspection upon request financial records sufficient, in HUD's determination, to ensure proper accounting and disbursing of amounts received from a HOPWA grant.
- b. Project sponsors must maintain records for a five-year period after the grant term to document compliance with HOPWA program provisions.
- c. Project sponsors must maintain current and accurate data on the race and ethnicity of program participants.

## **3) Confidentiality**

- a. The project sponsor must ensure the confidentiality of the name of any individual assisted by the HOPWA program and any other information regarding individuals receiving assistance.

## **4) Reporting**

- a. Quarterly Performance Report: Project sponsors are required to complete a Quarterly Performance Report with program beneficiary data and program expenditures in order to comply with the U.S. Department of Housing and Urban Development's Integrated Disbursement and Information System (IDIS).
- b. Annual Progress Report: In addition, project sponsors will be required to submit an Annual Progress Report for the HOPWA Program to DHCD no later than 30 days after the end of the program year.
- c. Failure to comply with reporting requirements may result in the suspension of HOPWA funding.

## **5) Audit**

- a. Annual Audit (or equivalent, if applicable): Each project sponsor must submit an audit annually to DHCD as available.

## **6) Monitoring**

- a. Monitoring Visit: DHCD reserves the right to conduct monitoring visits to project sponsors (visits may be scheduled as a matter of routine or based on project sponsor performance, fiscal reporting, program reporting or other areas of concern).
- b. Accurate Record-Keeping: It is important that full and accurate information is gathered and maintained regarding expenditure of funds, program activities, services provided, housing outcomes achieved and demographic data of clients receiving HOPWA funds. Record-keeping will be monitored through the project sponsor's submission of reimbursement requests, quarterly reports and during on-site monitoring visits. Additionally, project sponsors must maintain accurate client records and documentation. Client files will be reviewed carefully during on-site monitoring visits.

## **7) Certifications and Other Requirements**

- a. Recertification
  - i. Project sponsors that have fallen out of compliance with HOPWA program regulations will be required to fulfill obligation deemed necessary by DHCD to rectify non-compliance, and thereby bring about a recertification of compliance.
- b. Nondiscrimination and Equal Opportunity Requirements:
  - i. Fair Housing Requirements and Executive Order 11246
    - 1. During the program year, project sponsors must conduct a minimum of one activity to further fair housing procedures
    - 2. See Section G for fair housing requirements. Please note that attending a fair housing workshop or seminar may not be used in successive years.
  - ii. Affirmative Outreach
    - 1. Project sponsors must adopt procedures to ensure that all persons who qualify for the assistance, regardless of race, color, religion, sex, age, national origin, familial status or handicap know of the availability of the HOPWA program.
    - 2. Evidence of outreach efforts is required despite the presence of a waiting list for HOPWA services, to ensure that access to services is not exclusionary. This federal requirement may be found at 24 CFR Part 574.603 “Nondiscrimination and equal opportunity.”
- c. Rental assistance must meet federal standards for rent assistance (24 CFR 574.320). Rent standards shall be established and documented by the project sponsor and shall be no more than the published Section 8 fair market rent or HUD-approved community-wide exception rent for the unit size. The rent charge for a unit must be reasonable in relation to rents currently being charged for comparable units in the private unassisted market and must not be in excess of rents currently being charged by the owner for compared unassisted units. Reasonable rents should be determined by an appropriate and documented methodology.
- d. Federal lead-based paint provisions (24 CFR Part 35) apply to all rental assistance provided through this funding agreement. These provisions include initial and periodic visual inspections to identify deteriorated paint. These will be conducted by a trained inspector acting on behalf of the Project Sponsor. The unit owner is required to stabilize deteriorated paint in accordance with 35.1330 (a) and (b) before commencement of occupancy. Project sponsors must refer to (24 CFR Part 35) for a complete listing of lead-based paint requirements. Project sponsors will assure that initial and periodic visual inspections of properties are conducted by a trained inspector. All dwellings that will be occupied by tenants are subject to federal lead-based paint provisions. Please see the

HUD link for lead-based paint visual assessment training:

<http://www.hud.gov/offices/lead/training/visualassessment/h00200.htm>.

- e. Environmental Requirements
  - i. Environmental standards under National Environmental Policy Act (NEPA) and Council on Environmental Quality (CEQ) apply to all activities under the HOPWA program (§574.510).
- f. Grievance Policy
  - i. Background: The formal process for terminating assistance is required through the Housing and Community Development Act of 1992. Failure to enforce this federal requirement will result in the deobligation of funds.
  - ii. Formal Policy: DHCD requires each project sponsor to have a formal process for terminating assistance to an individual or family (*as supported by §574.310(e)*).
  - iii. Appeals Procedure: At a minimum, there must be an appeals procedure with one level of administrative review for consumers who have HOPWA services terminated or become ineligible for HOPWA services for any reason.
  - iv. Notification in Writing: Consumers must be informed in writing of the appeals procedure at intake. It is the responsibility of any organization receiving HOPWA funds to inform prospective HOPWA consumers of the termination policy and maintain documentation that this policy has been shared during the intake process.
  - v. Accommodations for Smaller Programs: Project sponsors with small programs and limited staff may have the Executive Director hear all appeals. At a minimum, someone other than the person who made the initial termination of services must hear any appeal. For project sponsors with larger programs, a procedure allowing for two or more levels of appeal is appropriate and expected.
  - vi. Note: DHCD is not an appropriate level of appeal. Any consumer complaints received by DHCD with regard to termination or ineligibility for HOPWA services will be referred back to the organization in question for resolution through their Consumer Grievance Policy.
  - vii. Grievance Policy Must Be Filed: Prior to execution of an agreement for HOPWA funds, each prospective project sponsor, will be required to submit a copy of their Consumer Grievance Policy so that it may be placed on file at DHCD.
  - viii. Review of Resolutions: Resolution of grievances will be reviewed during audits of program funds.

#### **8) How to Receive HOPWA Funds**

- a. Reimbursement: Grant awards will be disbursed on a reimbursement basis.
- b. Monthly or Quarterly Basis: At the preference of the project sponsor, reimbursement requests may be filed with DHCD on a monthly or quarterly schedule.
- c. Required Documentation: With all requests for funds, Project Sponsors must submit the following to DHCD:
  - i. A completed Request for Disbursement form
  - ii. A completed Integrated Disbursement & Information System (IDIS) HOPWA Monthly (or Quarterly) Disbursement Form
  - iii. A quarterly report (along with request if requests are on a quarterly basis; or along with every third request if requests are on a monthly basis)

#### **9) Deobligation of Funds**

- a. DHCD may deobligate all or a portion of the amounts approved for eligible activities if such amounts are not expended in a timely manner from the date of the signing of the grant agreement, or the proposed activity for which funding was approved is not provided in accordance with the approved application, Consolidated Plan, or general HOPWA regulations.
- b. The grant agreement may set forth other circumstances under which funds may be deobligated or sanctions imposed.
- c. Note: Under issues involving non-compliance, DHCD will first issue a notice to the project sponsor containing the concerns of non-compliance, the methods in which the project sponsor can correct any issue at hand, and any other relevant information (i.e. timeline for addressing issues, penalties which project sponsor may incur for not addressing issues).

### **G) Important References/Sources**

- 1) Title 24 Code of Federal Regulations Part 574 – “Housing Opportunities for Persons With AIDS”
  - a. This document contains the HUD rules and regulations pertaining specifically to the HOPWA program.
  - b. The regulation may be found at:  
[http://www.access.gpo.gov/nara/cfr/waisidx\\_04/24cfr574\\_04.html](http://www.access.gpo.gov/nara/cfr/waisidx_04/24cfr574_04.html).
- 2) Commonwealth of Virginia Consolidated Plan & Action Plan (Consolidated Plan)
  - a. The 2008-2012 Virginia Consolidated Plan and Annual Action Plan for Program Year 2008 (July 1, 2008 – June 30, 2009) will be available on the DHCD web site ([www.dhcd.virginia.gov](http://www.dhcd.virginia.gov)) by June 1, 2008.
- 3) Virginia Fair Market Rents for 2008  
[http://www.vhda.com/vhda.com/Template\\_app.asp?VHDA\\_COM\\_PAGE\\_NAME=VHDAFairMktRents](http://www.vhda.com/vhda.com/Template_app.asp?VHDA_COM_PAGE_NAME=VHDAFairMktRents).

- 4) 2008 Virginia Income Limits
  - a. HUD has published the 2008 Income Limits which document maximum levels to qualify as low-income (earning up to 80 percent of median area income), very low-income (earning up to 50 percent of median area income) and extremely low-income (earning up to 30 percent of median area income).
  - b. Link: [http://www.huduser.org/Datasets/IL/IL08/va\\_fy2008.pdf](http://www.huduser.org/Datasets/IL/IL08/va_fy2008.pdf).
- 5) Lead-based Paint Visual Assessment Training
  - a. HUD has issued a required training pertaining to new lead-based paint regulation (24 CFR Part 35, et al.).
  - b. Link: <http://www.hud.gov/offices/lead/training/visualassessment/h00200.htm>.
- 6) HUD Notice: CPD 06-07
  - a. HUD has issued a notice for guidance in operating short-term rent, mortgage, and utility payments (STRMU) projects under HOPWA.
  - b. Link: <http://www.hud.gov/offices/cpd/lawsregs/notices/2006/06-07.pdf>.
- 7) National AIDS Housing Coalition
  - a. Link: [www.nationalaidshousing.org](http://www.nationalaidshousing.org).
- 8) HUD Monitoring check lists

The following are key monitoring areas for which project sponsors may be monitored by DHCD or, by right, HUD:

  - a. Overview of HOPWA monitoring techniques. Link below: <http://www.hud.gov/offices/cpd/library/monitoring/pdf/10-0chapter10.pdf>
  - b. Guide for Review of HOPWA Housing, Planning, and Rent Subsidies. Link below: <http://www.hud.gov/offices/cpd/library/monitoring/pdf/10-1.pdf>
  - c. Guide for Review of HOPWA Facility-based Projects. Link below: <http://www.hud.gov/offices/cpd/library/monitoring/pdf/10-2.pdf>
  - d. Guide for Review of HOPWA Financial Management. Link below: <http://www.hud.gov/offices/cpd/library/monitoring/pdf/10-3.pdf>
  - e. Guide for Review of HOPWA Project Sponsor or Sub recipient Management. Link below: <http://www.hud.gov/offices/cpd/library/monitoring/pdf/10-4.pdf>
  - f. Guide for Review of HOPWA Cost Allowability. Link below: <http://www.hud.gov/offices/cpd/library/monitoring/pdf/10-5.pdf>
  - g. Guide for Review of HOPWA Procurement. Link below: <http://www.hud.gov/offices/cpd/library/monitoring/pdf/10-6.pdf>
  - h. Guide for Review of HOPWA Equipment and Equipment Disposition. Link below: <http://www.hud.gov/offices/cpd/library/monitoring/pdf/10-7.pdf>

9) DHCD Contact: Nicole Poulin (804) 371-7113

10) DHCD HOPWA Links:

a. DHCD provides this guideline book and other HOPWA guidance online:  
[http://www.dhcd.virginia.gov/HomelessnessstoHomeownership/HIV\\_AIDs\\_Housing.htm](http://www.dhcd.virginia.gov/HomelessnessstoHomeownership/HIV_AIDs_Housing.htm).

b. Virginia DHCD HOPWA Funding Areas – Link to map below:  
[http://www.dhcd.virginia.gov/HomelessnessstoHomeownership/PDFs/HOPWA\\_fund\\_area.pdf](http://www.dhcd.virginia.gov/HomelessnessstoHomeownership/PDFs/HOPWA_fund_area.pdf).

